

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 08-068

OPENING DATE: 29 February 2008

CLOSING DATE: 31 March 2008

ANTICIPATED FILL DATE: 11 May 08

POSITION TITLE AND NUMBER

Contract and Administrative Assistant (Typ)  
R8442000, MD#: 1211-02

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC-IMA  
NCARNG, Raleigh, North Carolina

GRADE AND SALARY(Includes Loc Pay of 16.82%)

GS-1101-05 \$30,682.00 - \$39,881.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the Statewide. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and any person that is eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), Resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have six months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required six months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

### KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect six months of specialized experience*) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

#### GS-05

1. Ability follow established guidelines.
2. Knowledge of basic rules, regulations and policies which govern civilian personnel.
3. Ability to communicate both orally and in writing.
4. Skill in gathering information, data, and preparing reports.

CONDITIONS OF EMPLOYMENT: Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment below.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG is mandatory. (Enl: CMF: 21, 42)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** This position provides support services to the Human Resources Office. The purpose of this position is to provide substantive clerical support to the supervisor and other functional specialists within the organization. This position requires military membership. It is designated for National Guard enlisted incumbency only. In accordance with AR Pamphlet 611-21 and AFMAN 36-2108, incumbent performs duties necessary to accomplish human resources functions in support of programs essential to state Army/Air National Guard daily operations, training and readiness missions. Provides guidance and assistance to supervisors and employees on various functions of human resources (HR) management. Examples of work include several HR specialty areas, and performing fact-finding to obtain information in support of a given assignment. Refers complex or controversial situations to the appropriate Human Resources Specialist for further review and final disposition. Provides assistance in performing a variety of procedural clerical/support work to assist in preparation of the budget for the organization. Specific work processes include maintaining records relating to various accounts, noting funds available and usage from the accounts, compiling reports, projecting expenses based on identified criteria, such as general pay raises. Files and organizes records. Work is accomplished in accordance with instructions and assistance is available on matters not covered by the instructions. Composes correspondence of a routine nature and follows up as necessary. Types various kinds of correspondence, reports and travel requests ensuring that material is in proper format. Reviews work for correct punctuation, capitalization, and grammar. Maintains files and regulations for the organization. Maintains suspense files and follows up with action officers on requirements. Receives office visitors and telephone inquiries relating to human resources matters, providing general information from overall knowledge of the various human resources functions, and makes referrals to appropriate personnel in situations requiring a subject-matter specialist. Processes incoming correspondence to ensure that appropriate action is initiated. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** 1. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 2. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 3. A PCS will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. Applicants will be advised in writing at the interview. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. . 5. This position will be filled indefinite. The selected individual may be terminated upon receipt of a 30-day notice. 6. If this position becomes permanently funded the incumbent may be converted to permanent status without competition.

DISTRIBUTION:A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**